



STATE OF INDIANA

COMMISSION ON
PROPRIETARY EDUCATION

Jeff Weber, Commissioner

302 West Washington Street
Room E201
Indianapolis, IN 46204-2767
<http://www.in.gov/cope>

COMMISSION POLICY REGARDING ANNUAL FINANCIAL REPORTS

The following policy is now in effect:

1. **Financial reports are due within three months and fifteen days following the end of an institution's fiscal year.**
2. In the event an institution is unable to submit its financial report within the above time limits, a thirty day extension may be granted upon a written request which should be received by the commission no less than five business days prior to the due date.
3. A financial report will be considered complete if:
 - a) An official Financial Report Submission Sheet (copy enclosed) is completed and notarized in accordance with instructions.
NOTE: *Financial statements must be attached as indicated in Item 2 on the Financial Report Submission Sheet.*
 - b) The financial report covers a full twelve month accounting period (exceptions may be granted for new applications.)
4. Institutions who adopt a change in fiscal years must notify the commission with thirty days of the change.

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